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ABSTRACT

In a questionnaire survey of 152 colleges and universities throughout the state, the Bureau of Vocational, Technical, and Continuing Education of the Pennsylvania Department of Education sought to obtain detailed, current data on educational opportunities available to adults during 1969-1970, and to formulate these data into a substantive basis for effective and coordinated program development. After a telephone followup, 141 institutions (93%) responded. Ninety-one (65%) of these institutions indicated that they conducted continuing education (CE) programs. About 402,000 registrations were reported--roughly 216,000 in degree credit work, 40,000 in nondegree credit courses, 40,000 in noncredit courses, and 106,000 in conferences, workshops, and institutes. These registrations were accumulated in approximately 13,000 separate course offerings. Data were also collected regarding the financing, staffing, and community involvement of the reported programs; and analyses were performed by type of institution, approximate CE expenditures, and subject matter categories. (Two references and the questionnaire are included.) (Author/LY)

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INVENTORY OF CONTINUING EDUCATION ACTIVITIES IN PENNSYLVANIA INSTITUTIONS OF HIGHER LEARNING FOR THE ACADEMIC YEAR 1969-1970

a study for the
BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION
PENNSYLVANIA DEPARTMENT OF EDUCATION
conducted by
THE PENNSYLVANIA STATE UNIVERSITY

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PLANNING STUDIES IN CONTINUING EDUCATION

ED049449

FINAL REPORT

Inventory of Continuing Education Activities in Pennsylvania Institutions of Higher Learning for the Fiscal Year 1969 - 1970

Paul C. Harrison, Jr.
Carl A. Lindsay

Planning Studies
in
Continuing Education
The Pennsylvania State University

30 April 1971

Prepared Under Ancillary Project Number 30359
of the
Pennsylvania Department of Education
Bureau of Vocational, Technical and Continuing Education

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ABSTRACT

The Bureau of Vocational, Technical, and Continuing Education of the Department of Education has sponsored for the third consecutive year (covering the period July 1, 1969 to June 30, 1970), an inventory of the continuing education (CE) activities of institutions of higher learning within the Commonwealth of Pennsylvania. The Planning Studies Department in Continuing Education, The Pennsylvania State University, developed and distributed the questionnaire, analyzed the returns and prepared the report. The primary objectives of this activity are to obtain detailed, current data regarding educational opportunities available to adults, and to formulate these data into a substantive basis for the effective and coordinated development of future programs. Questionnaires were sent to each of the 152 institutions of higher learning in the Commonwealth and, after telephone follow-up, a total of 141 (93%) returns were received. Of those responding, 91 institutions (65%) indicated that they conducted CE programs; 50 had no programs. Approximately 402,000 registrations were reported, comprising approximately 216,000 in degree credit work (DEG); 40,000 in non-degree credit (NDC); 40,000 in non-credit (NC); and 106,000 in conferences, workshops, and institutes (CWI). These registrations were accumulated in approximately 13,000 separate course offerings. In order to provide the requisite basis for future planning, data were also collected regarding the financing, staffing, and community involvement of the reported programs, and analyses were performed on the basis of type of institution, approximate CE expenditures, and NUEA/AUEC subject matter categories.

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ACKNOWLEDGEMENTS

Although this inventory was conducted by the Planning Studies Department in Continuing Education at The Pennsylvania State University, it is appropriate to acknowledge the aid and assistance of numerous other organizations and individuals. Special thanks go to Mrs. Madylon Bowmaster, Mrs. Edna Heald, and Miss Beverly Freeburn for their clerical work. The contributions of Mr. Alfred S. Holt and Mr. Jack Sittman of the Bureau of Vocational, Technical and Continuing Education of the Department of Education and the suggestions of Mr. T. Stewart Goas, Associate Director of Continuing Education, The Pennsylvania State University, regarding the questionnaire wording and format were much appreciated. Mr. Floyd B. Fischer, Director of Continuing Education, The Pennsylvania State University and currently President elect of NUEA, and Dr. George Hoffman and his staff at the Bureau of Academic Services, Pennsylvania Department of Education, contributed the necessary and much appreciated constructive criticism of the manuscript. Finally and most importantly, the project staff gratefully acknowledges the cooperative spirit and conscientious effort contributed by those individuals in the 141 responding institutions who completed the inventory and ultimately provided the data upon which this report is based.

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HIGHLIGHTS

Total Group

Of the 152 institutions of higher learning to whom questionnaires were sent, 142 (93%) responded. Of those responding, 91 (64%) offered some form of continuing education (CE) courses during fiscal 1969-1970.

Registrations. There were approximately 402,000 reported CE registrations.

28,200 (7%) Associate degree credit

188,200 (47%) Baccalaureate and graduate degree credit

40,000 (10%) Non-degree credit

39,000 (10%) Non-credit

106,000 (26%) Conferences, workshops, and institutes

Adjusted registrations. Because of non-responding institutions and incomplete registration data for 25 of the respondents it was believed necessary to adjust the data to permit comparison with the previous year. The adjusted total registrations were 494,000.

Approximately 31,000 (6%) Associate degree credit

262,000 (53%) Baccalaureate and graduate degree credit

43,000 (9%) Non-degree credit

47,000 (10%) Non-credit

111,000 (22%) Conferences, workshops, and institutes

Course offerings. A reported total of 21,485 courses were offered.

2,089 (10%) Associate degree credit

5,930 (27%) Baccalaureate and graduate degree credit

8,480 (40%) Non-degree credit

2,777 (13%) Non-credit

2,209 (10%) Conferences, workshops, and institutes

Miscellaneous. Tables are also provided showing CE budget data, personnel utilization, and community involvement.

Non-resident degrees. The number of schools offering degrees in evening or other non-resident programs was as follows:

28 Associate degree credit

34 Baccalaureate degree credit

24 Graduate degree credit

Analysis by Type of Institution

The respondent group was composed of:

14 Community Colleges

15 Junior Colleges

80 Private Colleges and Universities

11 State-Aided Colleges and Universities

3 State-Related Universities

14 State-Owned Institutions

Registrations. The breakdown of reported registrations by type of institution was as follows:

32,746 (8%) Community Colleges

3,304 (1%) Junior Colleges

93,241 (23%) Private Colleges and Universities

50,939 (13%) State-Aided Colleges and Universities

181,511 (45%) State-Related Universities

40,055 (10%) State-Owned Institutions

Adjusted registrations. In order to provide a basis for comparison, these data were also adjusted to compensate for non-responses and incomplete data.

Approximately 39,000	(8%)	Community Colleges
6,600	(1%)	Junior Colleges
105,000	(21%)	Private Colleges and Universities
54,000	(11%)	State-Aided Colleges and Universities
243,000	(49%)	State-Related Universities
47,000	(10%)	State-Owned Institutions

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INTRODUCTION

This inventory has been conducted on an annual basis for the past three years in support of the increasingly widely held belief that continuing education (CE) programs, because of their inherent flexibility, provide a feasible and cost-effective means of meeting the challenge to make educational opportunities readily available to the adult citizens of the Commonwealth. The effective utilization of CE to satisfy the broad range of requirements implied in this challenge demands that the needed educational services be provided at appropriate locations with a minimum duplication of effort and no unnecessary interinstitutional competition. The development of such a coordinated program rests upon a number of prerequisites, not the least of which is a sound basis for planning. Up-to-date information is needed regarding course offerings, personnel and facilities utilized, the locations of existing programs, sources and amounts of expenditures for these programs, and the degree of interest shown in various programs as indicated by the number of registrations.

In keeping with its status as a continuation of an established program, the work reported here was governed by the originally established primary objective: to determine the location and type of CE activities conducted by institutions of higher learning during the past fiscal year and to report this information to the participants and the Department of Education to aid planning and coordination of future programs. In the implementation of this general objective the current work defined specific goals as follows:

1. To obtain data for the fiscal year July 1, 1969 to June 30, 1970.

2. To expand the coverage of the inventory to include information relating to budgets, personnel, and community involvement.
3. To provide data analyses which would permit a more refined view of the data in terms of type of school, subject areas, and program cost/size.

Expansion of the scope of both data collection and analysis has resulted in an increase in the amount and complexity of the results. In order to facilitate presentation and to enhance the usefulness of the data, this report is presented as follows:

1. the methods and procedures
2. the results for the survey population with adjustments for comparison with the inventory for 1968-1969, followed by data about the type of institution, the reported dollar size of the CE budget, and an examination of the registration data broken down by type of program and subject matter areas
3. the appendices for detailed information regarding activities of the separate institutions, an analysis of the total population by institution type and enrollment, and the complete inventory form.

METHODS AND PROCEDURES

Every institution of higher learning in the Commonwealth was invited to participate in this inventory so there was none of the usual concern for the development of a representative sample. The major effort was focused upon the development of the questionnaire, the designing of a format that would facilitate both responding and later data processing, and the standardization of instructions and definitions to insure a stable frame of reference among the respondents.

Because it was desirable to maintain a degree of comparability with previous inventories, certain key features of the previous inventories were identified and formed the foundation for the development. New items were written and the questionnaire was divided into sections with individual explanatory instruction paragraphs provided for each section. Definitions of key terms were retained from previous years and presented in the cover letter. To facilitate responding and later processing of the data, the questions were framed in categorical terms requiring only a circle or check mark to indicate the appropriate response. The only exception to this was in the area of registration data where the respondents were asked to supply the actual numbers. When the final form of the questions had been determined, they were arranged in a format designed to facilitate conversion to punch cards. The complete questionnaire is shown in Appendix C.

Questionnaires were mailed to the respondents during the week of December 14, 1970. A telephone follow-up to the approximately 70 schools that had not returned the questionnaires was conducted during the week of February 1, 1971 and the returns were closed as of March 26, 1971. The data were converted to punch cards and analyzed at the facilities of the Computation Center of The Pennsylvania State University.

RESULTS

Total Group

Completed questionnaires were returned by 141 of the 152 institutions of higher learning in the Commonwealth, a return rate of 93%. Almost two-thirds, 91 (64%) of the institutions indicated that they were involved in some form of CE activity. This year's total of 91 schools represents a reported decrease of 24 institutions involved in CE as compared to the previous academic year. It should be noted, however, that of the 11 institutions not responding, 10 had some form of program last year, and further, of those that did respond, only 18 reported dropping their CE program.

In terms of total registrations, the true picture of loss or gain as compared to the previous year is somewhat difficult to derive. This results largely from the fact that not only were there 11 non-respondents, there were 25 of the 91 responding schools whose registration data were incomplete or totally unavailable. Appendix B provides an analysis of the total population by institution type, enrollment, and response classification. Table 1 has been prepared to indicate where the data losses occurred, to adjust for the losses based upon 1968-1969 data and to highlight those areas where apparent gains or losses in CE registrations appear to have occurred. The adjustment was accomplished by adding an amount equal to the nearest thousand registrations reported last year, for those institutions that did not respond or whose data were incomplete. As can be seen in Table 1, associate degree work appears to have registered a substantial gain and degree credit work has apparently experienced the largest absolute number loss.

TABLE 1. CE REGISTRATIONS BY PROGRAM CATEGORY: 1968-1969 COMPARISON WITH 1969-1970 ADJUSTED FOR NON-RESPONSE AND INCOMPLETE DATA

Program Category	Item	Registrations	Comments
Associate Degree	1968-1969	16,885	2 programs dropped: - 2,000
	1969-1970 report	28,178	3 incomplete returns: - 3,000 estimated balance
	Adjusted 69-70	31,000 (approx)	84% estimated gain
Baccalaureate & Graduate Degrees	1968-1969	279,173	8 programs dropped: - 7,200
	1969-1970 report	188,197	10 incomplete returns - 69,000 estimated balance
	Adjusted 69-70	262,000 (approx)	4 no response: - 5,000 estimated shortage
			6% estimated loss
Non-Degree Credit	1968-1969	49,432	3 programs dropped: - 400
	1969-1970 report	40,047	9 incomplete returns: - 3,000 estimated balance
	Adjusted 69-70	43,000 (approx)	2 no response: - 200 estimated shortage
			13% estimated loss
Non-Credit	1968-1969	53,270	6 programs dropped: - 500
	1969-1970 report	39,100	6 incomplete returns: - 7,100 estimated balance
	Adjusted 69-70	47,000 (approx)	2 no response: - 500 estimated shortage
			12% estimated loss
	1968-1969	101,452	10 programs dropped: - 3,800
	1969-1970 report	106,274	7 incomplete returns: - 4,200 estimated balance
	Adjusted 69-70	111,000 (approx)	2 no response: - 200 estimated shortage
			9% estimated gain
	1968-1969	500,212	18 institutions dropped programs: - 15,000
	1969-1970 report	401,796	25 returns partially or wholly incomplete: - 88,000 estimated balance
	Adjusted 69-70	494,000 (approx)	11 institutions made no response: - 6,000 estimated shortage
			1% total estimated loss

Another way of looking at the overall activity in CE is the examination of the variety of courses offered. Table 2 summarizes these returns, and although no comparison data are available it is interesting to note the large number of non-degree credit offerings in the light of the apparent shrinkage in registrations in this category.

This year's inventory also attempted to assess the magnitude of financial commitment being made in the Commonwealth to CE activity. Also of interest in this regard was not only total budget size, but the sources of these funds and their relative allocation to the different program categories. Table 3 examines the overall budget breakdown into categories of approximate size and the distribution of sources of funds. Related to this table was an additional item which inquired into the percentage of the CE budget which was received as an allocation from the institutions' overall operating budget. The results of the query can be summarized as follows: 20 of the 84 responding reported that no direct allocation was received and 18 reported that their CE budget received more than 75% of the total from this source. The median[1] institutional allocation to CE was approximately 15%. Table 4 provides a view of the program size (in terms of registrations) as classified by budget and program categories. Perhaps the most notable feature of this table is the fact that the four reporting institutions with CE budgets of one million dollars or more account for over 50% of all registrations in each program category.

Two other dimensions of institutional commitment to CE programs were developed in this year's inventory: (1) personnel utilization and (2) Community

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[1]The median rather than the arithmetic average has been used here since it is less affected by extreme scores and provides a reference point which indicates that 50% of the responses fell below this point.

TABLE 2. NUMBER OF COURSES OFFERED BY PROGRAM CATEGORY SHOWING THE FREQUENCY DISTRIBUTION OF INSTITUTIONS BY APPROXIMATE NUMBER OF COURSES OFFERED

Program Category	Approximate Number of Courses														Total Number of Courses	Number of Institutions Giving Courses	Number of Institutions Supplying Data
	1-10		11-50		51-100		101-300		301-500		501-750		>750				
	N	%	N	%	N	%	N	%	N	%	N	%	N	%			
Associate	5	19	9	33	8	30	4	15	--	--	1	4	--	--	2,089	35	27
Undergraduate	9	24	12	32	10	26	5	13	--	--	2	5	--	--	3,365	46	38
Graduate	8	38	5	24	5	24	1	5	1	5	--	--	1	5	1,864	28	21
Graduate and/or Undergraduate	9	53	5	29	1	6	2	12	--	--	--	--	--	--	701	20	17
Non-Degree Credit	11	50	9	41	1	5	1	5	--	--	--	--	--	--	8,480	28	22
Non-Credit	29	66	12	27	1	2	--	--	--	--	--	--	--	--	2,777	52	44
Conferences, Workshops, and Institutes	35	70	11	22	1	2	1	2	--	--	1	2	1	2	2,209	61	50

TABLE 3. CATEGORICAL DISTRIBUTION OF AMOUNT OF TOTAL CE BUDGETS AND BY SOURCE OF FUNDS

Source	No Budget Reported		Approximate Budget											
			Less than $10,000		10,000 to 49,999		50,000 to 199,999		200,000 to 499,999		500,000 to 999,999		1 Million to 5 Million		More than 5 Million	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Total CE budget for the fiscal year 1969-1970	7	8	22	24	23	25	21	23	11	12	2	2	4	4	1	1
Breakdown by source:																
Funds from outside sources (contracts, grants, subsidies, etc.)	18	20	49	54	9	10	12	13	2	2	--	--	1	1	--	--
Allocations for CE from overall institution budget	18	20	37	41	18	20	8	9	5	6	2	2	3	3	--	--
Receipts from fees, tuition, etc.	11	12	31	34	16	18	16	18	8	9	5	6	3	3	1	1

TABLE 4. CE REGISTRATIONS BY BUDGET CATEGORY AND PROGRAM CATEGORY FOR ALL INSTITUTIONS REPORTING
(N=86)

Program Category	No Budget Reported		Approximate Budget													
			Less than $10,000		10,000 to 49,999		50,000 to 199,999		200,000 to 499,999		500,000 to 999,999		1 Million to 5 Million		More than 5 Million		Total Group	
	N	Regis	N	Regis	N	Regis	N	Regis	N	Regis	N	Regis	N	Regis	N	Regis	N	Regis
Degree Credit (Associate, Undergraduate & Graduate)	3	34,799	13	9,982	13	9,568	14	20,286	11	31,476	2	1,282	3	75,510	1	33,472	60	216,375
Non-Degree Credit	1	597	3	125	8	1,941	1	800	3	1,255	--	--	2	2,078	1	33,251	19	40,047
Non-Credit	1	284	9	913	17	3,077	12	9,466	5	890	--	--	2	3,895	1	20,575	47	39,100
Conferences, Workshops, & Institutes	5	9,153	14	13,628	17	11,449	13	13,399	8	5,975	1	30	2	11,236	1	41,404	61	106,274
Total Combined Categories	5	44,833	20	24,648	23	26,035	21	43,951	11	39,596	2	1,312	3	92,719	1	128,702	86	401,796

TABLE 5. SUMMARY OF PERSONNEL UTILIZED IN CE PROGRAMS FOR ALL INSTITUTIONS REPORTING

Classification	Approximate Number of Personnel																	
	Less than 10		10 - 29		30 - 49		50 - 74		75 - 99		100 - 199		200 - 499		500 - 1,000		More than 1,000	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Full-time teaching CE faculty	64	89	4	6	2	3	2	3	--	--	--	--	--	--	--	--	--	--
Part-time teaching CE faculty	27	34	16	20	19	24	7	9	2	2	2	2	5	6	1	1	1	1
Regular faculty teaching part-time in CE	33	38	25	29	13	15	3	4	3	4	3	4	3	4	1	1	1	1
Full-time CE Administrative, staff & support	72	88	7	9	2	2	--	--	--	--	--	--	1	1	--	--	--	--

involvement. Table 5 summarizes the personnel data and underscores the "part-time" nature of the majority of CE programs, with 89% of the reporting institutions employing less than 10 full-time faculty and 88% employing less than 10 full-time staff. The median number of part-time faculty, on the other hand, is estimated to be 26. In terms of community involvement, two types of items were used: (1) questions regarding communication and cooperation with schools, colleges, & universities: (2) the number of locations other than main campus where CE programs were offered. Table 6 summarizes the communication/cooperation results and Table 7, the location data.

TABLE 6. COMMUNICATION/COOPERATION SUMMARY FOR INSTITUTIONS REPORTING (N=91)

Question	Indicated Activity N	%
Are there established, formal patterns of communication and/or coordination between your continuing education program and the continuing education programs of local secondary school districts?	19	21
Are there established, formal patterns of communication and/or coordination between your continuing education program and those of neighboring institutions of higher learning?	39	42
Does your institution conduct joint or cooperative continuing education activities with any other institution of higher learning?	37	41

TABLE 7. DISTRIBUTION OF INSTITUTIONS OFFERING PROGRAMS AT OTHER THAN MAIN CAMPUS LOCATIONS

Number of Locations	Number	Percent
Zero	39	44
1 - 2	24	27
3 - 5	12	13
6 - 9	1	1
10 - 15	5	6
More than 15	8	9

Analysis by Type of Institution

In order to better understand the patterns of CE activity as they are influenced by differing academic goals, financial considerations etc., the data were analyzed for the six classes of institutions. Again to provide an appropriate frame of reference, Table 8 has been prepared to show the adjusted total registrations for each group compensating for the missing data. (All detailed analyses which follow are, however, performed on the basis of unadjusted data.) A brief review of Table 8 shows substantial gains in total registrations for the Community Colleges and the State-Owned Institutions. There has also been an apparently significant loss in the Private Colleges and Universities where a total of 15 programs have been dropped since last year's report, with the accompanying loss of over 12,000 registrations.

Before proceeding with the more detailed analyses as a function of the type of institution, it would be appropriate to examine the breakdown of

TABLE 8. TOTAL CE REGISTRATIONS: 1969-1970 COMPARISON WITH 1968-1969 SHOWING ADJUSTMENTS FOR NON-RESONSE AND INCOMPLETE DATA BY TYPE OF INSTITUTION

Type of Institution	Item	Total CE Registrations	Comments
Community Colleges	1968-1969	22,582	1 program dropped: - 1,500
	1969-1970 report	32,746	1 new school: + 1,400
	Adjusted 69-70	39,000 (approx)	3 incomplete returns: - 6,500 estimated balance
			73% estimated gain
Junior Colleges	1968-1969	6,092	2 programs dropped: - 60
	1969-1970 report	3,304	3 incomplete returns: - 3,300 estimated balance
	Adjusted 69-70	6,600 (approx)	About even
Private Colleges & Universities	1968-1969	124,100	15 programs dropped: - 12,000
	1969-1970 report	93,241	13 incomplete returns: - 6,800 estimated balance
	Adjusted 69-70	105,000 (approx)	9 no response: - 4,800 estimated shortage
			15% estimated loss
State-Aided Colleges & Universities	1968-1969	54,400	2 incomplete returns: - 1,700 estimated balance
	1969-1970 report	50,939	1 no response: - 1,300 estimated shortage
	Adjusted 69-70	54,000 (approx)	About even
State-Related Universities	1968-1969	253,772	1 incomplete return: - 62,000 estimated balance
	1969-1970 report	181,511	4% estimated loss
	Adjusted 69-70	243,000 (approx)	
State-Owned Institutions	1968-1969	39,266	2 programs dropped: - 1,000
	1969-1970 report	40,055	2 incomplete returns: - 7,600 estimated balance
	Adjusted 69-70	47,000 (approx)	21% estimated gain
All Institutions	1968-1969	500,212	18 programs dropped: - 15,000
	1969-1970 report	401,796	25 incomplete returns: - 88,000 estimated balance
	Adjusted 69-70	494,000 (approx)	11 no response: - 6,000 estimated shortage
			1% estimated loss

the total population of institutions and the percentage of questionnaires returned by the institutions of each type. Table 9 displays these data. The largest number of non-respondents was among the Private Institutions, but the one unusable return in the State-Related category resulted in the most serious data shortage because of the large number of registrations typical of the institutions in this category.

The analyses of program size and emphasis based upon registration data are interesting in that they offer some insight into how the various institutions translate their particular mission or charter into the CE area. Table 10 displays the breakdown of registrations by CE budget category and institution type. Table 11 shows the total registrations for each type of institution in terms of the program categories.

Another significant aspect of CE relates to the non-resident degree available through evening classes. This too is found to vary in terms of institution type, as shown in Table 12. The Community College group appears to lead the way here with over 80% offering a degree in this fashion.

Analyses by Subject Matter Area

The final dimension of the inventory, of interest to curriculum planners particularly, is the distribution of registrations in terms of subject matter areas. These data can be viewed as a function of institution type and program category. The subject matter classifications employed are those of NUEA/AUEC except in the case of associate degree technology programs where the newer HEGIS categories were used. Tables 14 through 17 display registrations for each program category separately as a function of institution type and subject matter. Table 13 is included to show the breakdown of the degree credit work by subject matter and type of degree.

TABLE 9. TOTAL POPULATION BY TYPE OF INSTITUTION WITH NUMBER AND PERCENT OF USABLE RETURNS OF EACH TYPE

Type of Institution	Number in Population	Usable Returns	
		N	%
Community Colleges	14	14	100
Junior Colleges	16	15	94
Private Colleges & Universities	93	80	86
State-Aided Colleges & Universities	12	11	92
State-Related Universities	3	2	67
State-Owned Institutions	14	14	100

TABLE 10. NUMBER OF INSTITUTIONS AND TOTAL REGISTRATIONS BY TYPE OF INSTITUTION AND CE BUDGET CATEGORY FOR ALL SCHOOLS REPORTING (N=86)

	Approximate Budget													
	No Budget Reported		Less than $10,000		10,000 to 49,999		50,000 to 199,999		200,000 to 499,999		500,000 to 999,999		1 Million to 5 Million		More than 5 Million	
	N	Total	N	Total	N	Total	N	Total	N	Total	N	Total	N	Total	N	Total
Community Colleges	--	--	1	2,450	3	8,498	3	6,245	4	15,011	1	542	--	--	--	--
Junior Colleges	--	--	3	102	1	950	2	1,677	1	575	--	--	--	--	--	--
Private Colleges & Universities	--	--	11	5,078	14	10,201	13	27,087	5	19,181	1	770	1	30,924	--	--
State-Aided Colleges & Universities	1	27,441	1	300	3	441	3	8,942	1	4,829	--	--	1	8,986	--	--
State-Related Universities	--	--	--	--	--	--	--	--	--	--	--	--	1	52,809	1	128,702
State-Owned Institutions	4	17,392	4	16,718	2	5,945	--	--	--	--	--	--	--	--	--	--

TABLE 11. NUMBER OF INSTITUTIONS AND TOTAL REGISTRATIONS BY TYPE OF INSTITUTION AND PROGRAM CATEGORY FOR ALL SCHOOLS REPORTING
(N=86)

Type of Institution	Program Category									
	Degree Credit		Non-Degree Credit		Non-Credit		Conferences, Workshops, & Institutes		Total Program	
	N	Total	N	Total	N	Total	N	Total	N	Total
Community Colleges	9	20,120	2	1,006	8	3,515	10	8,105	12	32,746
Junior Colleges	4	1,943	2	45	3	306	5	1,010	7	3,304
Private Colleges & Universities	32	69,076	8	2,170	25	6,414	29	15,581	45	93,241
State-Aided Colleges & Universities	6	37,582	4	2,647	7	5,747	5	4,963	10	50,939
State-Related Universities	2	72,578	2	34,129	2	22,900	2	51,904	2	181,511
State-Owned Institutions	7	15,076	1	50	2	218	10	24,711	10	40,055
Total Group	60	216,375	19	40,047	47	39,100	61	106,274	86	401,796

TABLE 12. NUMBER OF DEGREE PROGRAMS AVAILABLE THROUGH EVENING CLASSES BY TYPE OF INSTITUTION

Type of Institution	Degree		
	Associate	Undergraduate	Graduate
Community Colleges	10	--	1
Junior Colleges	3	2	--
Private Colleges & Universities	11	23	13
State-Aided Colleges & Universities	3	3	3
State-Related Universities	1	2	2
State-Owned Institutions	--	4	5
Total	28	34	24

TABLE 13. REGISTRATIONS OF DEGREE PROGRAMS SEPARATED BY TYPE OF DEGREE AND BY SUBJECT AREA

Subject Area	Undergraduate	Graduate	Graduate and/or Undergraduate	Associate
Agriculture	--	--	--	--
Behavioral Sciences	24,896	2,178	13,370	3,730
Biological Sciences	1,551	271	1,867	389
Business	10,829	494	11,575	2,807
Education	2,417	5,425	30,704	597
Engineering	2,961	--	7,374	265
Health Professions	180	98	538	--
Humanities	33,337	1,679	6,550	3,077
Interdisciplinary	676	40	4,310	100
Law	1,285	--	351	20
Physical Sciences	13,163	529	9,549	1,430
Total	91,295	10,714	86,188	12,415

TABLE 14. REGISTRATIONS OF ASSOCIATE DEGREE TECHNOLOGY PROGRAMS BY TYPE OF INSTITUTION AND SUBJECT AREA

Subject Area	Community Colleges	Junior Colleges	Private Colleges & Universities	State-Aided Colleges & Universities	State-Related Universities	State-Owned Institutions	Total Registrations
Business and Commerce Technologies	3,676	427	3,588	1,500	--	--	9,191
Data Processing Technologies	688	107	209	150	--	--	1,154
Health Services and Para-Medical Technologies	89	--	--	2,000	--	--	2,089
Mechanical and Engineering Technologies	534	25	--	79	--	--	638
Natural Science Technologies	61	--	--	--	--	--	61
Public Service Related Technologies	1,291	300	1,034	5	--	--	2,630
Total	6,339	859	4,831	3,734	--	--	15,763

TABLE 15. REGISTRATIONS OF ALL DEGREE PROGRAMS (ASSOCIATE, UNDERGRADUATE, AND GRADUATE COMBINED) BY TYPE OF INSTITUTION AND SUBJECT AREA

Subject Area	Community Colleges	Junior Colleges	Private Colleges & Universities	State-Aided Colleges & Universities	State-Related Universities	State-Owned Institutions	Total Registrations
Agriculture	--	--	--	--	--	--	--
Behavioral Sciences	4,211	--	14,465	3,300	18,998	3,200	44,174
Biological Sciences	431	20	1,378	175	1,700	374	4,078
Business	3,162	580	10,897	7,600	2,934	532	25,705
Education	375	300	13,688	--	17,671	7,109	39,143
Engineering	265	50	2,435	6,200	1,650	--	10,600
Health Professions	--	--	204	98	268	246	816
Humanities	3,680	64	14,964	4,675	19,208	2,052	44,643
Interdisciplinary	50	50	1	4,200	110	715	5,126
Law	20	--	885	400	351	--	1,656
Physical Sciences	1,587	20	5,328	7,200	9,688	848	24,671
Total	13,781	1,084	64,245	33,848	72,578	15,076	200,612

TABLE 16. REGISTRATIONS OF NON-DEGREE CREDIT PROGRAMS BY TYPE OF INSTITUTION AND SUBJECT AREA

Subject Area	Community Colleges	Junior Colleges	Private Colleges & Universities	State-Aided Colleges & Universities	State-Related Universities	State-Owned Institutions	Total Registrations
Agriculture	--	--	--	--	--	--	--
Behavioral Sciences	--	--	446	--	1,789	--	2,235
Biological Sciences	--	--	--	--	187	--	187
Business	500	20	12	--	4,027	--	4,559
Education	--	--	249	--	258	50	557
Engineering	--	--	220	84	22,108	--	22,412
Health Professions	--	--	140	2,050	226	--	2,416
Humanities	166	25	1,063	172	1,888	--	3,314
Interdisciplinary	20	--	260	--	--	--	280
Law	--	--	--	--	134	--	134
Physical Sciences	100	--	--	341	3,512	--	3,953
Total	786	45	2,390	2,647	34,129	50	40,047

TABLE 17. REGISTRATIONS OF NON-CREDIT PROGRAMS BY TYPE OF INSTITUTION AND SUBJECT AREA

Subject Area	Community Colleges	Junior Colleges	Private Colleges & Universities	State-Aided Colleges & Universities	State-Related Universities	State-Owned Institutions	Total Registrations
Agriculture	20	--	--	--	--	--	20
Behavioral Sciences	45	--	426	70	3,078	83	3,702
Biological Sciences	--	--	50	25	914	--	989
Business	1,245	83	848	200	10,226	15	12,617
Education	150	--	392	--	1,183	120	1,845
Engineering	250	--	669	295	3,065	--	4,279
Health Professions	85	--	393	4,993	323	--	5,794
Humanities	395	33	2,302	80	2,236	--	5,046
Interdisciplinary	1,100	190	758	64	407	--	2,519
Law	--	--	200	--	22	--	222
Physical Sciences	225	--	296	20	1,446	--	1,987
Total	3,515	306	6,334	5,747	22,900	218	39,020

CONCLUSIONS AND RECOMMENDATIONS

Although it is not a conventional practice to draw conclusions from an inventory of this type, there are a number of observations which go beyond the data themselves to such an extent that they can not be classed as results; they are, in effect, conclusions. First, the large proportion of responses falling into the incomplete category, combined with the approximately seven percent which did not respond, represent not only a difficulty to be overcome in the analysis and reporting, but seem to be symptomatic of a more basic factor with which future inventories must contend. The wide diversity of control and record keeping systems, administrative structures and fiscal arrangements which exist in the colleges and universities of the Commonwealth renders both assessment and future coordination and/or cooperation difficult. Just so apparently simple a matter as determining the appropriate point of contact for CE activities within a given institution has proven not to be simple at all. Similarly, attempts to assess per student costs, instructor workloads, or even the number of individual students served, will be very difficult. The varied patterns of operation are so disparate that even the definition of continuing education, itself, comes into question when applied in certain institutions.

The second major observation also deals with the variability in the data in the sense of sheer program size. The difference from smallest to largest is roughly 12 orders of magnitude. This factor is, of course, inherently neither good or bad, but it holds a potential danger when one attempts to think in terms of state-wide efficiency

and/or effectiveness. Bigness is sometimes mistaken for efficiency. A large program can be efficient and effective--the point is that a small program can too; and further, may be very effective in a particular specialized area not covered by any other available programs. In short, the variety in program size may be an asset in itself.

Finally, it can be observed that the overall registration figure (as adjusted) is encouragingly near the previous year's total--in spite of the recognized economic slow-down which occurred during the same period. It is believed that this can be interpreted as reflecting both the inherent strength of CE programs at the college/university level, and the high demand for the educational opportunity thus afforded.

From these few observations and the overall results of the inventory, one clear-cut class of recommendations suggests itself: that future inventory efforts be consciously structured to play a catalytic role in fostering better communication, increased standardization of record keeping, and heightened awareness of the advantages of inter-institutional program coordination and cooperation.

REFERENCES

The Pennsylvania State University, Bureau of Vocational, Technical and Continuing Education, Pennsylvania Department of Education and Pennsylvania Association for Adult Education. Inventory of Continuing Education Activities in Pennsylvania Institutions of Higher Learning 1967-1968.

The Pennsylvania State University, Bureau of Vocational, Technical and Continuing Education, Pennsylvania Department of Education and Pennsylvania Association for Adult Education. Inventory of Continuing Education Activities in Pennsylvania Institutions of Higher Learning 1968-1969.

APPENDIX A

REGISTRATIONS FOR EACH INSTITUTION BY PROGRAM CATEGORY

APPENDIX A. REGISTRATIONS FOR EACH INSTITUTION BY PROGRAM CATEGORY

COMMUNITY COLLEGES	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Bucks County Community College	-- *	--	--	--	--	-- *	2,250	2,250*
Butler County Community College	425	--	--	--	--	325	100	850
Community College of Allegheny County	-- *	542	--	--	-- *	-- *	-- *	542*
Community College of Beaver County	--	--	-- *	--	--	2,340	2,975	5,315*
Community College of Delaware County	2,565	--	--	--	--	295	1,460	4,320
Community College of Philadelphia	8,868	--	--	--	--	70	210	9,148
Harrisburg Area Community College	2,808	--	--	--	--	--	--	2,808
Lehigh County Community College	408	1,364	--	--	116	20	20	1,928
Luzerne County Community College	No C E Program							
Montgomery County Community College	1,125	--	--	--	--	--	250	1,375
Northampton County Community College	1,395	--	--	--	--	345	710	2,450
Williamsport Area Community College	620	--	--	--	890	70	100	1,680
Total	18,214	1,906	--	--	1,006	3,465	8,075	32,666

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

JUNIOR COLLEGES	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Ellen Cushing Junior College	No C E	Program						
Harcum Junior College	890	--	--	--	20	--	40	950
Keystone Junior College	No C E	Program						
Lackawanna Junior College	No C E	Program						
Manor Junior College	No C E	Program						
Mount Aloysius Junior College	-- *	--	--	--	25	--	30	55*
Northeastern Christian Junior College	No C E	Program						
Novitiate of Saint Isaac Jogues	No C E	Program						
Peirce Junior College	484	480	--	--	--	--	40	1,004
Penn Hall Junior College	No C E	Program						
Penn Wesleyan College	--	14	--	--	--	13	--	27
Pinebrook Junior College	--	--	--	--	--	20	--	20
Robert Morris College	-- *	-- *	--	--	--	273	400	673*
Sacred Heart Junior College	No C E	Program						
Spring Garden College	25	50	--	--	-- *	-- *	500	575*
Valley Forge Military Academy	No C E	Program						
Total	1,399	544	--	--	45	306	1,010	3,304

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

PRIVATE COLLEGES AND UNIVERSITIES	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Academy of the New Church	No C E Program							
Albright College	--	682	--	--	--	46	--	728
Allegheny College	No C E Program							
Allentown College	No C E Program							
Alliance College	No C E Program							
Alvernia College	No C E Program							
Baptist Bible College	No C E Program							
Beaver College	--	--	86	--	--	--	41	127
Bryn Mawr College	No C E Program							
Bucknell University	--	--	--	--	--	--	2,086	2,086
Cabrini College	No C E Program							
Carlow College	--	424	--	--	105	--	315	844
Carnegie Mellon University	--*	70	--*	500	--*	370	150	1,090*
Cedar Crest College	--	--*	--	--	--	--	--	--*
Chatham College	No C E Program							
Chestnut Hill College	No C E Program							
Christ of the Savior Seminary	No C E Program							
College Misericordia	--	--*	--	--	--	--*	200	200*
Combs College of Music	No C E Program							
Crozer Theological Seminary	No Return Received as of 3/26/71							

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Curtis Institute of Music	No C E Program							
Dickinson College	No Return Received as of 3/26/71							
Divinity School of the Protestant Episcopal Church in Philadelphia	--	--	30	--	--	25	100	155
Duquesne University	--	--	--	--	--	303	--	303
Eastern Baptist College	No C E Program							
Eastern Baptist Theological Seminary	No C E Program							
Elizabethtown College	--	335	--	--	--	--	355	690
Evangelical Congregational School of Theology	No C E Program							
Faith Theological Seminary	No C E Program							
Franklin & Marshall College	224	1,016	--	103	--	--	--	1,343
Gannon College	--	50	--	350	--	750	4,000	5,150
Geneva College	--	1,570	--	--	--	12	160	1,742
Gettysburg College	No C E Program							
Gratz College	--	--	--	--	458	--	425	883
Grove City College	No C E Program							
Gwynedd-Mercy College	--*	1,125	--	--	--	--	--	1,125*
Haverford College	--	--	--	--	--	--	40	40

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Holy Family College	No Return Received as of 3/26/71							
Immaculata College	--	--*	--	--	--*	8	--	8*
Juniata College	No C E Program							
Kilroe Seminary of Sacred Heart	No C E Program							
King's College	1,480	2,060	--	--*	--*	--	150	3,690*
Lafayette College	--	325	--	130	--	40	80	575
Lancaster School of Bible	--	--	--	--	--	411	50	461
Lancaster Theological Seminary	No Return Received as of 3/26/71							
LaRoche College	No C E Program							
LaSalle College	--*	--	--	--*	--	--*	--*	--*
Lebanon Valley College	--	1,191	--	--	--	--	60	1,251
Lehigh University	--	--	--*	4,402	--*	--*	3,000	7,402*
Lincoln University	No C E Program							
Lutheran Theological Seminary (Gettysburg)	--	--	236	--	--	196	150	582
Lutheran Theological Seminary (Philadelphia)	--	--	230	--	--	50	--	280
Lycoming College	No C E Program							
Mary Immaculate Seminary & College	No C E Program							

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Marywood College	--	--*	--*	--*	850	665	340	1,855*
Mercyhurst College	No Returned Received as of 3/26/71							
Messiah College	--	110	--	--	50	--	225	385
Moravian College	--	1,366	--	--	--	--	100	1,466
Muhlenberg College	No Returned Received as of 3/26/71							
New Castle Business College	60	--	--	--	12	3	--	75
Our Lady of Angels College	--	--	--	--	--	35	--	35
Pennsylvania Academy of Fine Arts	--*	--	--	--*	--*	--*	--	--*
Philadelphia College of Bible	--	--	--	--	400	175	--	575
Philadelphia College of Pharmacy & Science	--	--	12	195	--	118	810	1,135
Philadelphia Musical Academy	No C E Program							
Pittsburgh Theological Seminary	--	--	--	--	--	854	450	1,304
PMC Colleges	--	3,524	--	2,795	--	328	--	6,647
Point Park College	No C E Program							
Reformed Presbyterian Theological Seminary	No C E Program							
Rosemont College	No C E Program							
Saint Charles Borromeo Seminary	--	--	60	--	--	--	--	60

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Saint Fidelis College & Seminary	No Return Received as of 3/26/71							
St. Francis College	No C E Program							
St. Francis Seminary	--	--	--	--	--	--*	60	60*
Saint Joseph's College	937	22,718	--	7,269	--	--	--	30,924
Saint Vincent College	--	282	--	--	--*	--	250	532*
Seton Hill College	No Return Received as of 3/26/71							
Susquehanna University	No C E Program							
Swarthmore College	No C E Program							
The Dropsie University	No C E Program							
Theological Seminary of the Reformed Episcopal Church	No C E Program							
Thiel College	--	35	--	--	--	10	250	295
University Center at Harrisburg	135	37	--	2,194	--	681	--	3,047
University of Scranton	20	--	--	720	--	--	30	770
Ursinus College	1,440	--	--	--	--	30	--	1,470
Villa Maria College	--	41	--	--	35	45	45	166
Villanova University	--	5,619	--	--	260	620	1,500	7,999

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Washington & Jefferson College	No Returned Received as of 3/26/71							
Waynesburg College	No C E Program							
Westminister College	No Returned Received as of 3/26/71							
Westminister Theological Seminary	No C E Program							
Wilkes College	--	--	--	--	--	500	--*	500*
Wilson College	--	9	--	--	--	--	--	9
York College of Pennsylvania	535	2,344	--	--	--	139	159	3,177
Total	4,831	44,933	654	18,658	2,170	6,414	15,581	93,241

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

STATE-AIDED COLLEGES AND UNIVERSITIES	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Delaware Valley College of Science & Agriculture	No Return Received as of 3/26/71							
Dickinson School of Law	--	--	--	--	--	--	300	300
Drexel University	--	3,600	--	22,400	597	284	560	27,441
Hahnemann Medical College and Hospital	500	--	--	--	--	3,500	2,900	6,900
Jefferson Medical College of the Thomas Jefferson University	--	--	--	--	800	--	467	1,267
Moore College of Art	--	-- *	--	--	-- *	--	--	-- *
Pennsylvania College of Optometry	--	--	--	--	--	123	--	123
Pennsylvania College of Podiatric Medicine	--	--	98	--	--	120	--	218
Philadelphia College of Art	--	775	--	--	--	--	--	775
Philadelphia College of Osteopathic Medicine	--	--	--	--	50	50	--	100
Philadelphia College of Textiles & Science	479	4,250	--	--	--	100	--	4,829
University of Pennsylvania	2,755	2,725	-- *	-- *	1,200	1,570	736	8,986 *
Woman's Medical College of Pennsylvania	--	--	--	--	--	50	30	80
Total	3,734	11,350	98	22,400	2,647	5,797	4,993	51,019

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

STATE-RELATED UNIVERSITIES	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Temple University	-- *	-- *	-- *	-- *	-- *	-- *	-- *	-- *
The Pennsylvania State University	--	--	--	33,472	33,251	20,575	41,404	128,702
University of Pittsburgh	--	31,519	--	7,587	878	2,325	10,500	52,809
Total	--	31,519	--	41,059	34,129	22,900	51,904	181,511

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX A
(Continued)

STATE-OWNED INSTITUTIONS	Associate Degree Credit	Undergraduate Degree Credit	Graduate Degree Credit	Undergraduate/ Graduate Credit	Non-Degree Credit	Non-Credit	Conferences, Workshops, & Institutes	Total Registrations
Bloomsburg State College	--	130	547	492	--	18	2,400	3,587
California State College	--	-- *	-- *	--	--	--	172	172*
Cheyney State College	--	--	--	--	--	--	1,000	1,000
Clarion State College	--	114	--	--	50	--	1,385	1,549
East Stroudsburg State College	No C E Program							
Edinboro State College	--	--	2,827	--	--	--	6,059	8,886
Indiana University of Pennsylvania	--	124	--	--	--	120	2,114	2,358
Kutztown State College	--	--	40	2,211	--	--	2,300	4,551
Lock Haven State College	No C E Program							
Mansfield State College	No C E Program							
Millersville State College	--	-- *	-- *	-- *	--	--	1,800	1,800*
Shippensburg State College	--	--	6,548	--	--	--	4,321	10,869
Slippery Rock State College	--	675	--	1,368	--	--	3,160	5,203
West Chester State College	No C E Program							
Total	--	1,043	9,962	4,071	50	138	24,711	39,975
Grand Total	28,178	91,295	10,714	86,188	40,047	39,020	106,274	401,716

*Indicated that courses were given but registrations were unavailable or incomplete

APPENDIX B

ANALYSIS OF TOTAL POPULATION OF PENNSYLVANIA INSTITUTIONS OF HIGHER LEARNING BY INSTITUTION TYPE AND FULL-TIME ENROLLMENT RESPONSE CLASSIFICATION FOR THE 1969-1970 INVENTORY

APPENDIX B. ANALYSIS OF TOTAL POPULATION OF PENNSYLVANIA INSTITUTIONS OF HIGHER LEARNING BY INSTITUTION TYPE AND FULL-TIME ENROLLMENT RESPONSE CLASSIFICATION FOR THE 1969-1970 INVENTORY

Full-Time Enrollment	Yes							Yes/data incomplete							No Program							No Response							Totals						
	Com	Jr	Priv	St Aid	St Rel	St Own	Total	Com	Jr	Priv	St Aid	St Rel	St Own	Total	Com	Jr	Priv	St Aid	St Rel	St Own	Total	Com	Jr	Priv	St Aid	St Rel	St Own	Total	Com	Jr	Priv	St Aid	St Rel	St Own	Total
Don't know	--	--	3	--	--	--	3	--	--	1	--	--	--	1	--	1	1	--	--	--	2	--	--	--	--	--	--	--	--	1	5	--	--	--	6
Less than 500	1	2	7	4	--	--	14	--	1	1	--	--	--	2	--	7	18	--	--	--	25	--	--	4	--	--	--	4	1	10	30	4	--	--	45
501 to 1,000	1	1	9	2	--	--	13	1	1	5	1	--	--	8	1	1	4	--	--	--	6	--	--	3	1	--	--	4	3	3	21	4	--	--	31
1,001 to 1,500	3	1	6	2	--	--	12	--	--	2	--	--	--	2	1	--	7	--	--	--	8	--	--	1	--	--	--	1	4	1	16	2	--	--	23
1,501 to 2,500	3	--	5	--	--	--	8	--	--	2	--	--	--	2	--	--	5	--	--	2	7	--	--	2	--	--	--	2	3	--	14	--	--	2	19
2,501 to 5,000	2	--	2	1	--	6	11	1	1	3	--	--	1	6	--	--	--	--	--	1	1	--	--	--	--	--	--	--	3	1	5	1	--	8	18
5,001 to 10,000	--	--	2	--	--	2	4	--	--	--	--	--	1	1	--	--	--	--	--	1	1	--	--	--	--	--	--	--	--	--	2	--	--	4	6
10,001 to 15,000	--	--	--	--	--	--	--	--	--	--	1	1	--	2	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	1	--	2
15,001 to 20,000	--	--	--	--	1	--	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1
Over 20,000	--	--	--	--	--	--	--	--	--	--	--	1	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	--	1
Total	10	4	34	9	1	8	66	2	3	14	2	2	2	25	2	9	35	--	--	4	50	--	--	10	1	--	--	11	14	16	93	12	3	14	152

APPENDIX C

QUESTIONNAIRE

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
BOX 911, HARRISBURG, PA. 17126

December 15, 1970

To The Chief Administrators of Pennsylvania
Colleges and Universities:

The Bureau of Vocational, Technical and Continuing Education of the Department of Education is conducting, for the third consecutive year, an Inventory of the Continuing Education Activities of Institutions of Higher Learning within the Commonwealth. As in prior years, the main purposes of the inventory are to (1) determine the scope and location of post high school programs within Pennsylvania, (2) share this information with all institutions of higher learning in order that (3) future programs may be planned and coordinated on the basis of current data. The cooperation of each institution of higher learning in the Commonwealth is thus earnestly solicited in order that the information summarized in the report of this survey of continuing education activities may be complete and accurate.

This year the survey has been revised and its coverage expanded to obtain data relating to resources available and/or applied to continuing education. In addition, we have attempted to devise a survey which will be both easy for you to complete and easily processed by us. You will note that responses to many of the questions have been categorized and precoded to avoid asking you for judgments of absolute numbers which you may not have available. We have also attempted to provide sufficient explanation and definition of the survey questions to insure a reasonable degree of uniformity in interpretation and hence provide a uniform basis for reporting the data.

Two key definitions used in the past and in this survey are:

Continuing Education – includes all educational activities (including evening credit classes) conducted by your institution (on or off the campus) for those adults whose primary occupation is not that of a full time student.

Registration – one enrollment in a single educational activity. Registrations refer only to the number of enrollments, not by the individual participants.

Other definitions are included, as needed, in the questionnaire. To help assure uniformity in categorizing specific course offerings, an abbreviated Instructional Program Taxonomy, based on HEGIS and AUEC-NUEA discipline categories, is provided as an insert.

Finally, we request that you complete and return the survey to us in the enclosed, metered, self-addressed envelope not later than January 15, 1971. The survey should take only about one-half hour to complete, and with your cooperation, we will be able to distribute the final report to all participating institutions on or about April 30, 1971.

Please address any questions about the survey to:

Department of Planning Studies
One Shields Building
The Pennsylvania State University
University Park, Pa. 16802
Attention: Paul C. Harrison, Jr., (814) 865-7679

Thank you for your continued cooperation.

Sincerely,

Alfred S. Holt
Chief
Division of Continuing Education
Pennsylvania Department of Education

Floyd B. Fischer
University Director
Continuing Education
The Pennsylvania State University

INSTITUTIONS OF HIGHER LEARNING
INVENTORY OF CONTINUING EDUCATION ACTIVITIES
IN THE COMMONWEALTH OF PENNSYLVANIA
FOR THE FISCAL YEAR
JULY 1, 1969 - JUNE 30, 1970

Please check the information shown on the address label below. If there are errors or omissions (including address changes), please fill in the correct, up-to-date information in the space provided.

1-6

Name of institution: _____

Administrator's name: _____ 1/7

Title: _____

Mailing address: _____

_____

In addition to label information, please provide the telephone number _____

Please supply the following information concerning the individual responsible for completing the survey form:

Name: _____

Title: _____

Telephone number: _____

1. Did your institution conduct continuing education activities (as defined for this survey in the instructions) during the fiscal year July 1, 1969 - June 30, 1970? (Circle number with appropriate response.)

Yes	No
1	2

8

NOTE: If the answer to question 1 was "No," stop here and return this questionnaire to Penn State in the envelope provided. (Please feel free to send along any comments you may have about continuing education and/or this survey.)

If your answer to question 1 was "Yes," please continue.

SECTION I

Financial Information

The following block of questions is concerned with the money spent by your institution for continuing education programs and with the sources of these funds. Because our interest in these matters is confined to obtaining a gross estimate of the resources applied to continuing education in the Commonwealth and the patterns of support for these activities, the questions require only categorical estimates (rather than exact figures). Please respond to each of the items by circling the appropriate category number.

	- - - D O L L A R S - - -							
	Less than 10000	10000 to 49999	50000 to 199999	200000 to 499999	500000 to 999999	1 Million to 5 Million	More than 5 Million	
2. Total CE budget for the fiscal year 1969-1970	1	2	3	4	5	6	7	9
3. Funds from outside sources (contracts, grants, subsidies, etc.)	1	2	3	4	5	6	7	10
4. Allocations for CE from overall institution budget	1	2	3	4	5	6	7	11
5. Receipts from fees, tuition, etc.	1	2	3	4	5	6	7	12

6. What is the approximate percentage of the annual continuing education budget which is received from the general operating budget of your institution?

Zero	1% to 9%	10% to 19%	20% to 29%	30% to 39%	40% to 49%	50% to 75%	More than 75%	
1	2	3	4	5	6	7	8	13

SECTION II

Personnel Utilized

Dollars spent are not the only index of involvement in continuing education activities. The following questions are concerned with another important factor; personnel. As before, please respond by circling the number associated with the appropriate response category.

	Less than 10	10 to 29	30 to 49	50 to 74	75 to 99	100 to 199	200 to 499	500 to 1000	More than 1000	
7. Approximate number teaching full-time in CE	1	2	3	4	5	6	7	8	9	14
8. Approximate number teaching part-time in CE	1	2	3	4	5	6	7	8	9	15
9. Approximate number of regular faculty teaching part-time in CE	1	2	3	4	5	6	7	8	9	16
10. Approximate number of full-time CE administrative, staff and support	1	2	3	4	5	6	7	8	9	17

SECTION III

Community Involvement

The unique feature of continuing education is its outward directed focus; its acknowledged goal of bringing educational opportunities to persons outside the formal resident programs. In an attempt to assess some of the physical correlates of this goal, the following questions deal with the distribution of education services. Please circle the appropriate response category.

11. At how many locations (other than your main campus) were continuing education programs conducted during the fiscal year 1969-1970?

Zero	1-2	3-5	6-9	10-15	More than 15	
1	2	3	4	5	6	18

SECTION III Community Involvement (continued)

12. Are there established, formal patterns of communication and/or coordination between your continuing education program and the continuing education programs of local secondary school districts?

Yes	No
1	2

19

13. Are there established, formal patterns of communication and/or coordination between your continuing education program and those of neighboring institutions of higher learning?

Yes	No
1	2

20

14. Does your institution conduct joint or cooperative continuing education activities with any other institution of higher learning?

Yes	No
1	2

21

Useful Definitions

The following definitions (based upon NUEA-AUEC statements) are provided to ensure a standardized frame of reference for responses to the subsequent sections of the survey.

Registration - One enrollment in a single educational activity. Registrations refer only to the number of enrollments; they do not refer to the individual persons.

Degree Credit - A college-level course that carries credit toward an associate, bachelor's or higher degree or equivalent recognition, whether in the given institution, or by transfer to another institution.

Non-Degree Credit - A college-level course that is creditable toward a certificate or diploma, but not toward an associate, bachelor's or higher degree.

Non-Credit - A college-level course which carries no credit toward (a) an associate, bachelor's or higher degree, (b) a credit certificate or (c) diploma, but which may be used to satisfy requirements for a non-credit or informal certificate.

Conference, Workshop, and Institute - An organized instructional program which meets for three hours or more in continuous session except for approved free periods of coffee, meals and afternoon and evening recesses.

SECTION IV

Types of Programs Conducted

The following questions are concerned with the overall scope of continuing education programs. You are requested to make a Yes/No response (and, if "Yes," to indicate the approximate total number of courses offered during the 1969-1970 fiscal year) regarding the conduct of programs in each of the major subdivisions of continuing education.

Did your institution offer:	Yes	No	Approximate number of courses	
15. Courses carrying credit toward an associate degree	1	2	____	22-25
16. Courses carrying credit which can be applied toward a baccalaureate degree ONLY	1	2	____	26-29
17. Courses carrying credit which can be applied toward a graduate degree ONLY	1	2	____	30-33
18. Courses which carry credit which can be applied toward EITHER a baccalaureate OR graduate degree	1	2	____	34-37
19. Non-degree credit courses	1	2	____	38-41
20. Non-credit courses	1	2	____	42-45
21. Conferences, workshops and/or institutes	1	2	____	46-49

22. Is it possible to earn a degree at your institution in evening (or other totally non-resident) programs? Please indicate by circling the appropriate response number for each degree level.

	Yes	No	
Associate	1	2	50
Undergraduate	1	2	51
Graduate	1	2	52
			2
			7

Note: Sections V - VIII deal with courses offered and registrations. In each case you are asked to complete a particular section only if your institution offered courses of that type during the 1969-1970 fiscal year.

SECTION V

Courses and Registrations for Associate Degree Programs

This section is to be completed only if your institution offered Associate Degree programs through continuing education. The objective here is to assess the relative emphasis in terms of subject matter area and the relative strength of interest in the various areas as reflected by the number of registrations. Please review the enclosed Instructional Program Taxonomy carefully; then, indicate by circling the appropriate response number whether or not courses were offered in the area. If they were, please supply the approximate number of registrations (during fiscal 1969-1970) in the space provided.

		Yes	No	Approximate Number of Registrations	
23.	Business and Commerce Technologies	1	2	———	8-12
24.	Data Processing Technologies	1	2	———	13-17
25.	Health Services and Para-Medical Technologies	1	2	———	18-22
26.	Mechanical and Engineering Technologies	1	2	———	23-27
27.	Natural Science Technologies	1	2	———	28-32
28.	Public Service Related Technologies	1	2	———	33-37

3
7

SECTION VI

Courses and Registrations for Degree Credit Programs

This section is to be completed only if your institution offered courses for degree credit through continuing education. The objective here is to assess the relative emphasis in terms of subject matter area and the relative strength of interest in the various areas as reflected by the number of registrations. Please review the enclosed Instructional Program Taxonomy carefully; then, indicate by circling the one appropriate response number whether or not continuing education courses were offered in the area. If they were, please supply the approximate total number of registrations (during fiscal 1969-1970) in the space provided.

	Yes (undergraduate only)	Yes (graduate only)	Yes (undergraduate & graduate)	No	Approx. No. of registrations (all categories)	
29. Agriculture	1	2	3	4	_____	8-12
30. Behavioral Sciences	1	2	3	4	_____	13-17
31. Biological Sciences	1	2	3	4	_____	18-22
32. Business	1	2	3	4	_____	23-27
33. Education	1	2	3	4	_____	28-32
34. Engineering	1	2	3	4	_____	33-37
35. Health Professions	1	2	3	4	_____	38-42
36. Humanities	1	2	3	4	_____	43-47
37. Interdisciplinary	1	2	3	4	_____	48-52
38. Law	1	2	3	4	_____	53-57
39. Physical Sciences	1	2	3	4	_____	58-62

4
7

8

SECTION VII

Courses and Registrations for Non-Degree Credit Programs

This section is to be completed only if your institution offered non-degree credit courses through continuing education. The objective here is to assess the relative emphasis in terms of subject matter area and the relative strength of interest in the area as reflected by the number of registrations. Please review the enclosed Instructional Program Taxonomy carefully; then, indicate by circling the appropriate response number whether or not continuing education courses were offered in the area. If they were, please supply the approximate total number of registrations (during fiscal 1969-1970) in the space provided.

		Yes	No	Approximate number of registrations	
40.	Agriculture	1	2	_____	8-12
41.	Behavioral Sciences	1	2	_____	13-17
42.	Biological Sciences	1	2	_____	18-22
43.	Business	1	2	_____	23-27
44.	Education	1	2	_____	28-32
45.	Engineering	1	2	_____	33-37
46.	Health Professions	1	2	_____	38-42
47.	Humanities	1	2	_____	43-47
48.	Interdisciplinary	1	2	_____	48-52
49.	Law	1	2	_____	53-57
50.	Physical Sciences	1	2	_____	58-62

5
7

SECTION VIII

Courses and Registrations for Non-Credit Programs

This section is to be completed only if your institution offers non-credit courses through continuing education. The objective here is to assess the relative emphasis in terms of subject matter area and the relative strength of interest in the area as reflected by the number of registrations. Please review the enclosed Instructional Program Taxonomy carefully; then, indicate by circling the appropriate response number whether or not continuing education courses were offered in the area. If they were, please supply the approximate total number of registrations (during fiscal 1969-1970) in the space provided.

		Yes	No	Approximate number of registrations	
51.	Agriculture	1	2	_____	8-12
52.	Behavioral Sciences	1	2	_____	13-17
53.	Biological Sciences	1	2	_____	18-22
54.	Business	1	2	_____	23-27
55.	Education	1	2	_____	28-32
56.	Engineering	1	2	_____	33-37
57.	Health Professions	1	2	_____	38-42
58.	Humanities	1	2	_____	43-47
59.	Interdisciplinary	1	2	_____	48-52
60.	Law	1	2	_____	53-57
61.	Physical Sciences	1	2	_____	58-62

SECTION IX

Registrations for Conferences, Workshops, and Institutes

This section is to be completed only if your institution conducted conferences, workshops, and/or institutes as a part of your continuing education program. (Note: Because of the difficulty in categorizing these activities by subject matter, no breakdown is requested). Please indicate whether or not such programs were offered by circling the appropriate response number and if they were, please supply the approximate total number of registrations (during fiscal 1969-1970) in the space provided.

62. Did your institution conduct conferences, workshops, and/or institutes?

Yes	No	Approximate total number of registrations ———
1	2	

63-68

NOTE: If you have readily available a list of titles of these conferences, workshops, and institutes which show the number of hours involved in each event, please attach it to your completed questionnaire.

SECTION X

Miscellaneous

63. If it is possible on the basis of your record keeping system to supply the total number of students served by your continuing education programs, please record that figure here: ———

69-73

NOTE: This is not total registrations, rather the number of individuals (some of whom may represent several registrations during the year).

64. Please supply the following information about the individual in your organization responsible for continuing education.

Name: _____

Title: _____

Address: _____

_____ Zip Code _____

Telephone: _____

65. Please comment about your continuing education activities or this survey in the space below:

ERIC Clearinghouse

JUN 2 1971

on Adult Education

Thank you for your perserverance and cooperation.

Please return the completed form to Penn State in the enclosed postage paid, pre-addressed envelope.